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Please amend the application as follows:

In the Claims

Please cancel Claim 14.

Please amend Claims 1, 9, 10, 13, 20, 21, 28, 37, 43, 47 and 53. Amendments to the claims are indicated in the attached "Marked Up Version of Amendments" (pages i - iii).

1. (Four times amended) A computer readable memory having a plurality of storage locations for storing records in the computer readable memory, said memory comprising:
 - at least one structured workfolder for storing and organizing electronic documents which said documents may or may not exist at the time of workfolder creation;
 - said workfolder containing a contents node for storing primary data, said contents node containing one or more placeholders within said workfolder, each placeholder being a respective slot that has been reserved for new documents expected to be added to said workfolder via said placeholder, wherein each placeholder includes a file object hook to which a primary data document can later be linked and a deadline element having a triggering condition field for storing a triggering event and an indicated time period relative to the occurrence of said triggering event.
9. (Amended) The memory of claim 1, wherein said placeholder further comprises a name field for indicating the data content of the document to be placed in the workfolder.
10. (Amended) The memory of claim 1, wherein said placeholder further comprises a field containing limits on at least one of the file name and file type of a primary data document which can be linked to said placeholder.

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13. (Amended) The memory of claim 1, wherein the deadline element further includes a field indicating the time period for taking a particular action associated with said placeholder.
20. (Amended) The memory of claim 18, wherein said task element further comprises a task deadline element including a field for indicating a time period for performing said particular task.
21. (Amended) The memory of claim 20, wherein said task deadline element further comprises a triggering condition field for storing a task triggering event and said indicated time period for performing the particular task is relative to the occurrence of said task triggering event.
28. (Four times Amended) A computer readable memory having a plurality of storage locations for storing records in the computer readable memory, said memory comprising:
a template used to create one or more structured workfolders for storing and organizing electronic documents;
for each structured workfolder, said template containing a contents node;
said contents node containing a placeholder within said workfolder, the placeholder being a slot that has been reserved for new documents expected to be linked to said workfolder, which said documents may or may not exist at the time of workfolder creation, said documents being linkable subsequent to their creation to said workfolder via said placeholder in said workfolder, wherein the placeholder includes a file object hook to which a primary data document can later be linked and a deadline element having a triggering condition field for storing a triggering event and an indicated time period relative to the occurrence of said triggering event.
37. (Four times amended) A method of creating in a computer readable memory a structured workfolder for organizing electronic documents comprising the steps of:

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creating a structured workfolder root node, said root node containing a contents node for storing primary data therein; and

creating at least one placeholder within said workfolder, the placeholder being a slot that has been reserved for new documents which may or may not exist at the time of work folder creation and are expected to be linked to said workfolder via said placeholder, wherein the placeholder includes a file object hook to which a primary data document can later be linked and a deadline element having a triggering condition field for storing a triggering event and an indicated time period relative to the occurrence of said triggering event.

43. (Amended) The method of claim 37, wherein the step of creating said at least one placeholder further comprises the step of providing a name for said placeholder to indicate the data content of a document to be placed in said workfolder.
47. (Amended) The method of claim 37, wherein the step of creating said at least one placeholder including the deadline element further includes creating a field indicating the time period for taking a particular action associated with said placeholder.
53. (Amended) The method of claim 51, further comprising the step of providing a task deadline element associated with a particular task contained in said tasks data element, said task deadline element including a field for indicating a time period for performing said particular task.

REMARKS

Claims 1-58 are pending in the application. Claims 1, 9, 10, 13, 20, 21, 28, 37, 43, 47 and 53 have been amended, support for which can be found in the specification at least at pages 7, 9 and Fig.2 as originally filed. No new matter is introduced. Acceptance is respectfully requested.